

# Free Computer Training



## 2016 Training Schedule

Classes	Class Day	Class Time	Class Dates
Basic Computer, Internet and Email Skills	Thursday	9 a.m. to 12 p.m.	May 26 June 2, 9, 16, 23, 30
MS Word 2010 – Introduction	Friday	9 a.m. to 12 p.m.	June 3, 17
MS Word 2010 – Intermediate	Friday	9 a.m. to 12 p.m.	May 27 June 24
MS Excel 2010 – Introduction	Friday	1 to 4 p.m.	June 3, 10, 17
MS Excel 2010 – Intermediate	Friday	1 to 4 p.m. *9 a.m. to 12 p.m. 1 to 4 p.m.	May 27 June 10 June 24

### Training registration & location:

Job Center of Lake County | 1 N. Genesee Street | Waukegan, IL 60085  
FREE parking! Pick up your parking pass at the Reception Desk.

**Reservations recommended, call (847) 377-3450.**

**Note:** Complete self-assessment on reverse side to determine the training you should attend.

**Take  
classes  
twice!**

**Self-assessment:** Complete this page to find out what computer class(es) you should take.

**Instructions:** Read the skills on the left and put an "X" in the box below that best describes your ability.

COMPUTER, INTERNET & EMAIL SKILLS	YES I CAN DO THIS	NO I CANNOT DO THIS
I can turn on/off computer, monitor, and printer.		
I can use a mouse to point, click/double click, select text & scroll.		
I can type text without looking at the keyboard.		
I can open a program from a desktop icon or the START menu.		
I know how to minimize, maximize and exit program windows.		
I know how to type in a web site address.		
I know how to use the SEARCH function on a web page.		
I know how to locate and click links on a web page.		
I know how to create, send, receive and reply to an email.		
<b>Sign up for the Basic Computer, Internet &amp; Email Class if...</b>		<b>...more Xs in this column</b>

MICROSOFT WORD SKILLS ( <i>word processing</i> )	YES I CAN DO THIS	NO I CANNOT DO THIS
I can create and save a document.		
I know how to format text.		
I know how to use Word menus.		
I know how to change page margins.		
I can correct errors with backspace and delete keys.		
I know how to print document.		
I know how to use Save As.		
I know how to spell check a document.		
<b>Sign up for the Microsoft Word Introduction Class if...</b>		<b>...more Xs in this column</b>
<b>Sign up for the Microsoft Word Intermediate Class if...</b>	<b>...more Xs in this column</b>	

MICROSOFT EXCEL SKILLS ( <i>spreadsheets</i> )	YES I CAN DO THIS	NO I CANNOT DO THIS
I know how to create a new workbook.		
I know how to select a cell or a range of cells.		
I know how to add borders to cells.		
I know how to format or change the size of cells.		
I know how to cut, copy and paste data.		
I know how to add up numbers in a column.		
<b>Sign up for the Microsoft Excel Introduction Class if...</b>		<b>...more Xs in this column</b>
<b>Sign up for the Microsoft Excel Intermediate Class if...</b>	<b>...more Xs in this column</b>	

Complete the following based on the training schedule on the other side of this flier:

My Class Schedule	Class Name	Class Date	Class Time

**Training registration & location:**

Job Center of Lake County, 1 N. Genesee St., Waukegan, IL 60085

**For more information, call (847) 377-3450**